

WOTC Electronic Application Upload Instructions

Overview:

This document explains the CSV formatting requirement to submit WOTC applications electronically. The transfer process allows you to send applications in Comma Separated Values (CSV) format.

File Formatting:

Files are created using a spreadsheet program (i.e Excel) which can be saved in a CSV format. This is done by selecting 'Save As' and choosing CSV format. The program will apply the following rules to the data:

1. Each field should be separated by a comma (,)
2. Each row and/or record should be separated by a carriage return or a line feed
3. Fields containing multiple lines should begin and end with a double quote (")
4. If a field contains a double quote (") in its wording (between " ") then two double quotes should be used to signify that it's part of the data

Example:

```
Tester,Sue,,123456789,6/19/1900,1836
Vista,Logan,Ut,83350,2084365722,,MINIDOKA,1/17/2013,1/19/2013,5/18/2013,
4/14/2013,N,,15,DRIVER,53,Macys,123456789,4701 N 2100
NW,Laurle,MT,84120,8019919009,,,2BA,Y,ID,"B5,B7,B3,I,E" ,,,,,N,,N,Y,Y,Y,,
,Y,N,Y,Y,SELF,ID,BUNLEY,Y,N,Y,N,N,,,Y,N,N,Y,N,N,N,SELF,ID,BUNLEY,
N,,,N,N,N,N,,N,Y,Y,N,Y,N,N,N,N,,CONSULTANT,2/19/2013
```

When transferring the CSV file, it's critical to note the mapping of the fields. For a complete listing of required and optional fields, visit

<https://jobs.utah.gov/jsp/utahjobs//employer/wotcFileUpload.do>

Transfer Process:

Upload a file using <https://jobs.utah.gov/jsp/utahjobs//employer/wotcFileUpload.do>

1. Select 'Browse' button to view files on your computer and select the file to upload.
2. Select 'Upload' button which transmits the file into the DWS system.

Results from uploading are displayed on the screen, including:

- Number of applications processed (received by DWS)
- Number of applications denied
- Number of applications approved
- Number of applications pending